

RECORD AND TRANSMITTAL SLIP

Date  
2-1-88

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. <i>A</i> DIRECTOR OF LOGISTICS		<i>[Signature]</i>	
2. <i>E.O.</i>		<i>OTD</i>	<i>2/2</i>
3.			
4.			
5. <i>Copy sent c/F.M.D. for Action</i>			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

#1 - ACTION

*Suspense to O/L  
2/5  
(via Wang)*

PLEASE PREPARE SOME COUNTERS TO THIS FOR

THE DDA.

SUSPENSE: 8 FEBRUARY 1988

*rec'd in OL last mail 2/2*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

ASSOCIATE DEPUTY DIRECTOR  
FOR ADMINISTRATION

Room No.—Bldg.

Phone No.

5041-102

★ U.S.GPO: 1986-0-491-247/20047

OPTIONAL FORM 41 (Rev. 7-76)  
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*Song*  
*F41-*

## S E C R E T

25X1

MEMORANDUM FOR: The Deputy Director for Operations

FROM: Chief, Near East and South Asia Division

SUBJECT: Disruption of DO Activities by closure of the Headquarters tube system

*from*

The announcement at the 27 January 1988 DO Staff Meeting that the Headquarters tube system will be closed down permanently in the next few months has caused an immediate ground swell of serious complaint from every strata of our Division.

We believe that the closure of the tube system will seriously disrupt the Headquarters activities of the entire Directorate and would strongly urge that this decision be reconsidered.

We have heard several reasons justifying the decision to terminate the tube system. One reason cited is that the new building will not have a tube system and therefore messages will not be able to be sent from components in the present building to offices in the new building. Another reason cited is that, in the future, all coordination will be accomplished by computer. Yet another reason that we have heard is that terminating the tube service will result in a monetary savings.

We do not believe any of these reasons are sufficient to terminate a service that has been a major element in expediting the flow of the DO's paperwork since this building was opened. First, just because some DO components will move into the new building without access to the tube system does not mean that the components remaining in the present building should not continue to have access to this labor saving and money saving device. Second, the capability to coordinate all DO paperwork by computer is still years away. Doing away with the tube system before a genuine alternative is available is a mistake. Third, closing the tube system as a cost-cutting measure is a false economy. The added costs of salaries and overtime that will have to be paid to have all DO message traffic walked around the Directorate for coordinations and signatures must certainly outweigh any savings in closing down the system.

## S E C R E T

The DO is the only Directorate that relies heavily on the tube system. This is because we are the only Directorate that sends out and receives large numbers of cables. Our ability to accomplish our work in a timely and efficient manner depends on the tube system. We receive our precedence "tempo" copies of important cables via the tube system. If the tube system is abandoned, Commo will have to phone branches to have someone walk down to hand carry "tempos" back up to the relevant offices. Not only is this a costly waste of time, but it cuts down our response time to the field.

However, the most serious disruption to our activities caused by closure of the tube system will be in our outgoing message traffic. The case of CTC is useful in forecasting the effect of the closure of the tube system on the entire DO. CTC had made it a practice to walk all of its precedence outgoing traffic around since the Center's inception. Although, CTC can use its DI tube station to relay cable traffic to DO coordinators on the DO system, they have found it necessary to walk cables around. This requires considerable overtime by the employees involved, and has become the major part of several employees' daily activities. In addition, this "walking around" has ended up being done towards the end of each day and has placed a burden on coordinating offices.

Frankly, the result of all DO components walking their cables around for coordinating will be staggering. It will require dedicating some already fully employed clerical staff to organizing and carrying out this activity. It will require paying overtime to some employees to accomplish this task. It will tend to cause cable traffic to stack up in offices until there is enough of a pile of cables to warrant taking an employee's time to walk it around for coordination. This will tend to cause a pile up of cable traffic towards the end of each day which will place a burden on Commo as well. The existing courier system is already stretched thin and trying to add the burden of cable coordination to that system will be impossible.